The Evening Part-time Learning and Academic Resource Center (LARC) Assistant at MACC-Columbia shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon recommendation of the President. This position shall report to the Director of the LARC and the Director of Instructional Services or as designated by the President.

Qualifications:
The position requires excellent customer service, communication, and telephone skills. Additional requirements include strong computer, clerical skills, time management skills, supervisory skills, and organizational skills with the ability to successfully multi-task. An Associate’s Degree is preferred.

Description:
This position is responsible for supervising and monitoring all activities in the Columbia LARC during the evening service hours. This includes evening tutors, providing assistance to students in finding information for coursework in the library electronic databases and book collection, and customer service activities for any member of the college community. Additional responsibilities may be assigned. This is a part-time hourly position, approximately 19 hours per week, during the Fall and Spring semesters.

The Evening Part-time LARC Assistant shall:

1. Sit at Circulation Desk and answer LARC phone and field student questions;
2. Check in and out LARC materials—textbooks on reserve, calculators, headphones, etc.;
3. Troubleshoot computer and printer problems and contact MACC staff for additional tech support;
4. Monitor students to ensure LARC guidelines are followed;
5. Supervise any evening LARC activities;
6. Monitor and schedule virtual tutoring appointments as needed;
7. Assist communications with students via telephone, email, or other means;
8. Provide basic technology support to include online/virtual courses and other basic level support;
9. Nightly closing duties and securing LARC facility;
10. Provide basic support for tutors and report any issues/concerns to Resource Coordinator and/or LARC Coordinator;
11. Promote and market tutor services to students;
12. Oversee faculty copier machine;
13. Monitor LARC for security concerns and contact MACC Security as needed;
14. Enter tutor logs;
15. Other duties as assigned by LARC Director, Resource Coordinator and/or Director of Instructional Services.